



Native American Graves Protection and Repatriation Act FY 2016 CONSULTATION/DOCUMENTATION Grant Guidelines

The National Native American Graves Protection and Repatriation Act (NAGPRA) Program assists the Secretary of the Interior with some responsibilities under NAGPRA. One of these responsibilities is to administer Section 10 of NAGPRA which authorizes the Secretary of the Interior to make grants to museums, Indian tribes, and Native Hawaiian organizations for the purposes of assisting in consultation, documentation, and repatriation of Native American cultural items, including human remains, funerary objects, sacred objects, and objects of cultural patrimony (25 U.S.C. 3008).

Award: Competitive grant, awarded once per year.

Amount: \$5,000 to \$90,000 (Matching funds are not required).
The amount of funding available will be determined once final FY2016 appropriations have been made.

Deadline: March 11, 2016 by 11:59pm EST.

Eligibility:

See Section 1, page 2

Federally recognized Indian tribes, Alaska Native villages, Native Hawaiian organizations, and museums are eligible to apply. **Federal agencies may not apply for grants.** NAGPRA consultation grants will not be awarded for costs associated with collections in the control of museums that do not have NAGPRA obligations (including the Smithsonian Institution) or for non-NAGPRA items.

Activities:

See Section 2, pages 3-7

Grant funds must be used for **CONSULTATION and DOCUMENTATION** under NAGPRA. **Consultation projects** support a museum that must consult with Indian tribes and Native Hawaiian organizations in compiling a NAGPRA inventory and when responding to claims and interests of potential claimants to items in the NAGPRA summary. **Documentation projects** are for museums who must determine the geographical origin, cultural affiliation, and other basic facts surrounding the acquisition of Native American cultural items. Consultation and documentation projects should lead to determining control, treatment, and disposition of NAGPRA cultural items.

Submission:

See Section 3, pages 8-12

Submit complete proposal packages electronically through the Grants.gov website. It will take several days for your account to be processed before you can submit your proposal. All applicants must have the following in order to apply for a grant: Dun and Bradstreet Universal Data Numbering System (DUNS) number and System for Award Management (SAM) account.

Review:

See Section 4, page 12

All applications will be evaluated and considered using merit review criterion.

Assistance:

For assistance on any aspect of applying for a NAGPRA grant, contact Melanie O'Brien, Program Manager, (202) 354-2201 or NAGPRA_Grants@nps.gov.

Section 1. ELIGIBILITY

The following entities are eligible to apply for a NAGPRA Consultation/Documentation Grant:

A. An Indian Tribe or Native Hawaiian Organization

An "Indian tribe" means any tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. The Department of the Interior has interpreted this definition as applying to over 560 Indian tribes and Alaska Native villages that are recognized by the United States Government. The Bureau of Indian Affairs' list of federally recognized tribes is posted on the National NAGPRA website at www.nps.gov/nagpra. This list does not include Alaska regional or village corporations, although Alaska Native Villages may subcontract work under grants to such corporations.

"Native Hawaiian organization" includes any organization that: a) serves and represents the interests of Native Hawaiians; b) has as a primary and stated purpose the provision of services to Native Hawaiians; and c) has expertise in Native Hawaiian Affairs. NAGPRA states that such Native Hawaiian organizations shall include the Office of Hawaiian Affairs and Hui Malama I Na Kupuna O Hawai'i Nei.

B. A museum that has control of Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony and has received Federal funds.

The term "Museum" includes state or local government agencies, private institutions, and institutions of higher learning that have received Federal funds. As applicable to their institution, eligible museums must have completed and provided the following documents to the National NAGPRA Program and to Indian tribes or NHOs as appropriate:

- **A NAGPRA Summary** of the Native American unassociated funerary objects, sacred objects or objects of cultural patrimony in their possession or control by November 16, 1993, and thereafter according to timelines established by 43 CFR 10.13 (Future Applicability Rule).
- **A NAGPRA Inventory** of Native American human remains and associated funerary objects in their possession or control by November 16, 1995 (or other deadline as stipulated by the Department of the Interior), and thereafter according to timelines established by 43 CFR 10.13 (Future Applicability Rule).

A museum that has not timely completed the initial obligations of NAGPRA, that is, the initial summaries and inventories, but does so prior to submitting a grant proposal, may then receive a grant award.

Applicants who previously received a NAGPRA grant, but whose grant expired without successfully completing major elements of the proposed work or without meeting the conditions of the grant award may be penalized in the review process. If you have questions about the eligibility of your organization please contact the National NAGPRA Program at (202) 354-2201 or NAGPRA_Grants@nps.gov.

Section 2. ACTIVITIES

A. Appropriate Activities for Grant Funds

Consultation/ Documentation grants are intended to support:

1. Museums' efforts to further identify Native American human remains and cultural items in their collections through consultation with Indian tribes and Native Hawaiian organizations leading towards repatriation;
- and/or
2. Indian tribes and Native Hawaiian organizations' efforts to increase their capacity and ability to consult with museums regarding human remains and cultural items of interest to their tribe or organization and determine items for which they desire to make a claim and consult on repatriation/ disposition.

Grants are used to support specific, discrete projects that can be accomplished within the 24-month grant period. NAGPRA grants will support both new projects as well as phases of larger, ongoing projects. Projects may include, but are not limited to:

- a. **Research and/or data collection.** This includes academic research, database development, interviews with tribal Elders, and other forms of data collection to support consultations leading to cultural affiliation and repatriation/disposition claims. For museums this would include research to determine cultural affiliation of newly acquired collections, updating collections previously identified as culturally unidentifiable for additional tribal or aboriginal land interests of tribes, developing databases or other records management systems to improve consultations, or partnering with other museums and/or tribes to improve identification and consultation. For tribes and NHOs this would include developing a database system to maintain information gained from summaries and inventories, producing research to support NAGPRA claims, or working with Indian tribes, NHOs and/or museums on projects to determine the cultural affiliation or tribal or aboriginal land connections of the human remains and cultural items.
- b. **Training.** This includes the development and production of conferences or workshops; attending established conferences and workshops, including the NAGPRA Review Committee meetings and trainings connected to the meetings, to gain knowledge on a variety of NAGPRA-related issues including consultations, repatriation, and handling contaminated collections.
- c. **Travel.** Museums, Indian tribes and Native Hawaiian organizations can use NAGPRA grants to cover travel costs for tribal representatives to view collections and consult regarding the identification, cultural affiliation, proper care, and repatriation of human remains and cultural items.
- d. **Meetings.** NAGPRA encourages the development of innovative techniques to bring museums, Indian tribes and Native Hawaiian organizations together to consult. Meetings can be conducted onsite or remotely via teleconferences, webinars, conference calls, etc. Meetings can range in size and scope. Museums may use NAGPRA funds to support the preparation and hosting of tribes for consultations or meetings with other museums. Tribes may consider using the grant to support various meetings including internal NAGPRA committee meetings, meetings with a NAGPRA coalition, or meetings with museums.

- e. **Collections Care.** Many NAGPRA items in museums were treated with potentially hazardous materials in an effort to preserve them, and now pose health and environmental concerns. Funds can be used to test collections for the presence of pesticides or other contaminants, research and document a collections treatment history, and cover the cost of decontaminating items. Funds can also be used to train museum and tribal staff on the care and maintenance of contaminated collections subject to handling in consultation and repatriation.

B. Multiple Projects or Multiple Proposals for the Same Project

Applicants may submit more than one proposal during the fiscal year. *A separate and complete proposal package must be submitted for each unique project.* Note that a maximum of \$90,000 is available for a unique project. Multiple proposals from museums, tribes, and NHOs can be submitted for the same project, however, applicants should determine how the \$90,000 will be distributed among the requestors prior to submittal and budget accordingly. A single joint request is preferred.

C. Pre-award Costs

Please note that pre-award costs are not allowable unless specified in the written grant agreement. Purchase of items or costs incurred prior to the publication of the NAGPRA notice are not allowable.

D. Applicant Cost Share or Matching Funds

The grant proposal should include project costs covered by Federal grant funds as well as those supported by the applicant or third-party, including cash and in-kind contributions (Applicant Cost Share). **A match/cost share is not required.**

E. Activities Eligible for Funding

The table below outlines the scope of activities allowed for a Consultation Grant. For additional information or clarification please contact the National NAGPRA at (202) 354-2201 or NAGPRA_Grants@nps.gov.

F. Terms of the Agreement

Agreement terms for funded projects are estimated to range between one and five years, depending on the negotiated project scope. Agreements are not effective until fully executed with signature from the National Park Service Awarding Officer. In most cases an agreement will expire after five years from the effective date, unless terminated earlier in accordance with 2 CFR, Part 200, Sections 200.338 and 200.339. Prior to the expiration of this agreement, modifications may be proposed by either party and will become effective upon written approval of both parties. Each activity or project under this agreement will be treated individually, with more detail through project statements, project plans, and budgets developed cooperatively between the NPS and the recipient.

Section 2. ACTIVITIES

Activity	DOES NOT FUND	WILL FUND
Advocacy/ Fundraising	Any activity that can be construed as either advocacy or fundraising including the preparation of grants, fundraising committee meetings, and lobbying.	Presentations to the NAGPRA Review Committee as long as the presentations focus on the repatriation process.
Capital Projects	This includes the purchase, construction or renovation of land and/or buildings, as well as the purchase of cemeteries or gravesites.	None.
Coalitions and Partnerships	Coalitions or partnerships that do not relate to NAGPRA. Food for meetings or events.	Travel costs to attend coalition meetings, training for coalition members, development of MOUs and other agreements to facilitate the repatriation process, materials for coalition meetings, website development if it directly supports the repatriation process.
Cultural Resource Activities	Any ongoing cultural resource activities not directly tied to NAGPRA activities including: <ul style="list-style-type: none"> • Ongoing cultural properties management; • Ongoing care and curation of cultural items including the purchase of display cases, storage furniture or other materials to hold repatriated items; • Ongoing care and maintenance of grave sites; • Ongoing cultural protection activities; or • General cultural resource training. 	<p>Culturally appropriate storage or transportation materials.</p> <p>Ceremonial supplies for reburial.</p> <p>Contamination testing, treatment and training on handling NAGPRA items identified for repatriation.</p> <p>Documentation efforts that directly support consultation work, including mapping, surveys, research, and studies.</p>
CUI Rule		Disposition of human remains and associated funerary objects that fall under 43 CFR 10.11 (CUI Rule).
Databases	The purchase of a database to conduct work beyond the scope of the NAGPRA grant project, such as collections management.	Databases integral to the NAGPRA process, including password protected databases to allow tribes to access relevant parts of the collection, a database of all inventories and summaries received by a tribe, a database of objects of importance to a tribe, a database recording activities of a tribe or museum related to consultation.

Section 2. ACTIVITIES

Activity	DOES NOT FUND	WILL FUND
Federal Agency collections	Federal Agency compliance efforts or payments of any kind to Federal employees.	Documentation of items from Federal collections, if applied for by tribes or NHOs. Proposal must justify need for funding and make clear there is no support of Federal NAGPRA responsibilities.
Food	Food for meetings or ceremonies.	Per diem for subsistence while in travel status.
Foreign Institutions	Consultation or documentation of cultural items that are in the <i>control</i> of a foreign institution.	Consultation and documentation for cultural items in the custody of a foreign institution that are in the <i>control</i> of a museum subject to NAGPRA.
Future Applicability Rule		Any timely activity that falls under the Future Applicability Rule.
General Education and Outreach	Programs, contests, broader cultural resource training, festivals, or similar events and activities that do not directly impact a repatriation effort.	Community activities focused on a NAGPRA project, educating the community to increase involvement in NAGPRA repatriations. Can include press releases or announcements of project activities.
Inadvertent Discoveries	Activities related to excavations or inadvertent discoveries on Federal or tribal lands after November 16, 1990.	Consultation or documentation activities related to collections that are the result of excavations on local or state land, which have resulted in museum collections under NAGPRA .
Inventories and Summaries	Initial compliance activities, including the development and submission of initial summaries and inventories to achieve basic compliance with NAGPRA.	<p>Additional consultation or to supplement consultation conducted during the development of initial inventories;</p> <p>Inspection of faunal remains to ascertain if human remains were overlooked;</p> <p>Consultation and development of inventories and summaries for human remains or items that were lost or miscataloged when initial inventories were developed.</p>
Litigation	All litigation-related costs.	None.

Section 2. ACTIVITIES

Activity	DOES NOT FUND	WILL FUND
Non-federally recognized Indian Groups	Members of Indian groups who are not integral to the consultation process.	Travel and related expenses for representatives from Indian group(s) who are integral to a consultation.
Non-NAGPRA Collections	Repatriation of any collection in the control of museums that do not have NAGPRA obligations (including the Smithsonian Institution), or for transfer of non-NAGPRA items.	None.
Review Committee	Grants do not fund dispute actions.	Presentations at Review Committee meetings if the appearance is to inform the committee of successes and barriers to consultation.
Scientific Study or Destructive Analysis	Testing to determine whether or not the human remains are Native American.	Projects that clearly show possibly interested tribes have been consulted as to the use of destructive analysis, and that a study is integral to resolving cultural affiliation for the purpose of a NAGPRA decision, not for general information.
Smithsonian Institution	Any consultation activities associated with human remains and cultural objects under the control of the Smithsonian Institution.	None.
Training	Payment for National NAGPRA Program staff to conduct training or to attend a conference or other event.	Training on NAGPRA and its implementation either on or offsite, training for internal museum or tribal NAGPRA committee members, attendance at National NAGPRA trainings or Review Committee meetings.

Section 3. SUBMISSION

- A. How to submit.** All NAGPRA grant applicants must submit their complete proposal packages electronically through the Grants.gov website. Organizations not yet registered or familiar with Grants.gov must first register. It will take several days for your account to be processed before you can submit your proposal. **Application preparation time may take several weeks, so please start the application process as soon as possible. Applications received after the deadline will not be reviewed or considered for award.** There are several actions you **must** complete in order to submit an application with the Federal Government. Each applicant must register with the System of Award Management (SAM). You are required to have a DUNS number (Dun and Bradstreet Data Universal Numbering System) in order to register with SAM. In order to submit an application through Grants.gov you must have an active SAM registration and register for submission permissions through the Grants.gov website.
- B. When to submit.** Proposals are accepted from **December 15, 2015, to March 11, 2016**. Consultation grants are awarded once per year on a competitive basis to the extent funds are available. Funded projects may begin after signing and submitting a grant agreement and all corresponding documentation to the National Park Service. Please note funding may take an additional ten weeks to become available after the grant award is announced. Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by **March 11, 2016 by 11:59 pm (EST)**. You are encouraged to submit your application well before the deadline. If it is determined that a proposal will not be considered due to lateness, the applicant will be notified.
- C. What to submit.** Submissions must be complete and include the following items to be considered:
- SF-424 Application for Federal Assistance
 - SF-424A Budget Information
 - SF-424B Assurances
 - Signed Proposal Coversheet
 - Proposal (Sections 1-5 completed)
- Supporting Documents (if applicable)**
- Tribal resolution and letters of commitment from lead tribe(s) or NHO(s)
 - Letters of commitment from tribes
 - Letters of commitment from museums
 - Letters of commitment from project consultants
 - List of proposed equipment to be purchased
 - Auditor's Report Letter
 - Indirect Cost Rate Agreement
- D. Submission from Successful Applicants.** If selected for award, NPS reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:
- Other budget information
 - Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)

For additional information on submission requirements or for clarification, please contact the National NAGPRA at (202) 354-2201 or NAGPRA_Grants@nps.gov.

Section 3. SUBMISSION

Details on completing Proposal Sections 1-6.

- Section 1. Basic Information** Complete all items A through G. Include at least two different contacts.
- Section 2. Project Description** Complete all items A through G, as applicable. Include grant objectives, activities, partners, monitoring, personnel qualifications, and schedule.
- Section 3. Budget** Complete all tables. Round all figures to the nearest dollar amount. Use Appendix A to develop your detailed project budget.
- Section 4. Budget Summary** Complete table. Round all figures to the nearest dollar amount. Use this table to populate the SF-424 and SF-424A required forms. Use Appendix A to develop your detailed project budget.
- Section 5. Status of Current or Recent NAGPRA Grants**
Indicate whether or not your tribe or museum has received a NAGPRA Consultation/Documentation or NAGPRA Repatriation Grant within the past five years.

Section 6. Supporting Documents

Applicants must submit the following documents in support of their project proposal:

- A. Tribal Resolution in support of grant proposal and authorizing grant administration, if project is funded.
- B. *Museums only* - Letters of Commitment, stating specific responsibilities, from participating Indian tribes or Native Hawaiian organizations.
- C. *Indian Tribes only* – Letters of Commitment from participating museums, stating specific responsibilities, if relevant.
- D. Brief resumes (maximum 2 pages) for all project personnel, or detailed position descriptions and search criteria if personnel have not yet been chosen.
- E. Letters of Commitment and resumes from selected project consultants. Letters should state the consultant's specific responsibilities in the grant and their commitment to participating in the grant if funded. The applicant must be able to prove that a competitive selection process for consultants is documented. Grantees will be required to submit a Competitive Negotiations and Small Purchases Contracting Document.
- F. If applicable, a list of proposed equipment to be purchased and the cost of each item. Equipment exceeding a cost of \$5,000 per item must be listed. Equipment costing more than \$5,000 not listed as part of the grant proposal will require a separate letter from the grantee and written NPS approval prior to purchase.
- G. Include a copy of the letter that accompanied the most recent Independent Auditor's Report. **DO NOT ATTACH a full audit.**
- H. Indirect Cost Rate Agreements should include a letter from the Federal agency approving the rate to be used and the period for which the rate is approved. Note that NAGPRA Grants only fund up to 25% of a tribe/museum's indirect cost rate. Indirect costs may be applied only to eligible direct costs in accordance with your approved rate. Please check your rate and apply it accordingly.

Section 3. Submission

Grants.gov requires electronic delivery of all grant proposal materials. All NAGPRA applicants must submit their proposals electronically through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

- A. Get Registered for Grants.gov.** On the site, you will find step-by-step instructions which enable you to apply for NAGPRA grant funds. The Grants.gov/Apply feature includes a simple, unified application process that makes it possible for applicants to apply for grants online. There are five "Get Registered" steps for an Organization to complete at Grants.gov. The information applicants need to understand and execute the steps can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.

Applicants should read through the registration process carefully. The site also contains registration checklists to help you walk through the process. We recommend downloading the checklists and preparing the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

Step 1. DUNS Requirement. All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.

Step 2. System for Award Management. In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with the federal System for Award Management (SAM). Step-by-step instructions for registering with SAM can be found here:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.

Step 3. Username and Password. The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

Step 4. AOR Authorization. After creating a profile on Grants.gov, a representative from your organization who is the contact listed for SAM will receive an email to grant the AOR permission to submit applications on behalf of their organization. Your organization's representative will then log in to Grants.gov and approve an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track an AOR status visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Section 3. Submission

Applicants are, therefore, encouraged to register early. The registration process can take up to four weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. You will be able to submit your application online anytime after you have been approved as an AOR.

Step 5. Electronic Signature. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the Authorized Organization Representative (AOR); this step is often missed and it is crucial for valid submissions.

B. Submit an electronic application to NAGPRA Grants via Grants.gov.

Grants.gov has a full set of instructions on how to apply for opportunities on its website at <http://www.grants.gov/web/grants/applicants/grant-application-process.html>. The following provides simple guidance on what you will find on the Grants.gov. Applicants are encouraged to read through the page entitled, "Complete Application Package" before getting started.

Grants.gov allows applicants to download the application package, instructions and forms that are incorporated in the instructions, and work offline. In addition to forms that are part of the application instructions, there will be a series of electronic forms that are provided utilizing Adobe Reader.

Adobe Reader. Adobe Reader is available for free to download from on the Download Software page: <http://www.grants.gov/web/grants/support/technical-support/recommended-software.html>. Adobe Reader allows applicants to read the electronic files in a form format so that they will look like any other Standard or NPS form. The Adobe Reader forms have content sensitive help. This engages the content sensitive help for each field you will need to complete on the form. The Adobe Reader forms can be downloaded and saved on your hard drive, network drive(s), or CDs.

NOTE: for the Adobe Reader, Grants.gov is compatible with versions 8.1.1 and later versions. Always refer to the Download Software page for compatible versions. Please do not use lower versions of the Adobe Reader.

Mandatory Fields in Adobe Forms. In the Adobe Reader forms you will note fields that will appear with a background color on the data fields to be completed. These fields are mandatory fields and they must be completed to successfully submit your application.

Completion of SF-424 Fields First. The Adobe Reader forms are designed to fill in common required fields such as the applicant name and address, DUNS number, etc., on all Adobe Reader forms. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed the information will transfer to the other forms.

Customer Support. The Grants.gov website provides customer support via toll-free 1-(800)-518-GRANTS or through email at support@grants.gov. For grant opportunity related questions, contact the number listed in the application package of the grant you are applying for. If you are experiencing difficulties with your submission it is best to call the Contact Center and get a case number. The case number will assist NAGPRA with tracking your issue and provide background information on the issue.

Section 3. Submission

C. Timely Receipt Requirements and Proof of Timely Submission.

Proof of timely submission is automatically recorded by Grants.gov. An electronic time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Grants.gov with the successful transmission of their application. Applicants should print this receipt and save it, along with facsimile receipts for information provided by facsimile, as proof of timely submission. When NAGPRA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgment of receipt to the email address of the AOR. Proof of timely submission shall be the date and time that Grants.gov receives your application. Applicants using dial-up connections should be aware that transmission should take some time before Grants.gov receives it. Grants.gov will provide either an error or a successfully received transmission message. The Grants.gov Contact Center reports that some applicants abort the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application. Uploading and transmitting many files particularly electronic forms with associated XML schemas will take some time to be processed.

Section 4. Application Review Information

All applications will be evaluated and considered using merit review criterion. Independent reviewers will review all the proposals using established criteria and rating system. A summary of the review panel comments may be provided to the applicant if requested. The Selection Official may consider the merit review recommendation, program policy factors, and the amount of funds available in determining final awards. The Government may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) only a portion of the application is selected for award; (2) the Government needs additional information to determine that the recipient is capable of complying with the requirements of DOI Financial Assistance Regulations and/or (3) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

The established criteria for evaluating proposals are: 1) clear project objectives and activities (implementation), 2) letters of commitment from partners and desired relationships (partnerships/relationships), 3) if the project facilitates the NAGPRA process (impact/evaluation), and 4) if the budget is justifiable (administration).

The following rating system will be used.

Superior:	Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements, and demonstrates no weaknesses.
Good:	Applicant fully addresses all aspects of the criterion, convincingly demonstrates a likelihood of meeting the Government's requirements, and demonstrates only a few minor weaknesses.
Satisfactory:	Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains weaknesses and/or a number of minor weaknesses.
Marginal:	Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains significant weaknesses and/or significant minor weaknesses.
Poor:	A the likelihood of successfully meeting the Government's requirements. Significant weaknesses are demonstrated and clearly outweigh any strength presented.
Not Acceptable:	Applicant does not address all aspects of the criterion and the information presented indicates a strong likelihood of failure to meet the Government's requirements.

Additional Requirements

A. Intergovernmental Review.

This funding opportunity is **not** subject to Executive Order (EO) 12372 “Intergovernmental Review of Federal Programs.” Applicants subject to EO 12372 must contact their State’s Single Point of Contact (SPOC) to find out about and comply with the State’s process. The names and addresses of the SPOC’s are listed in the OMB’s home page at: http://www.whitehouse.gov/omb/grants_spoc/.

B. Award Instrument Information.

Projects will be funded, subject to the availability of funds, by issuance of a grant agreement. The final award agreement will identify the amount of funding provided by NPS, any cost share provided by the Recipient, a detailed Statement of Work (SOW) for the project, a project plan and detailed project budget. The project budget shall include detailed information on all cost categories, and must clearly identify all project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors/sub-recipients. Additionally, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included. Cost categories can include but are not limited to those cost items included on the SF424A. An agreement issued by the NPS and signed by the NPS Awarding Officer obligates NPS funds. Notification of a successful proposal does not constitute authority to incur costs. Costs incurred **prior** to receipt of a signed cooperative agreement **will not** be reimbursed. Once the cooperative agreement for a successful proposal has been signed by the NPS Awarding Officer, the recipient may incur costs as specified in the approved budget submittal.

C. Funding Restrictions.

All funding is contingent upon the availability and appropriation of funds by the United States Congress. Costs must be allowable in accordance with the applicable Federal cost principles referenced in 2 CFR Part 200, Subpart E – Cost Principles. Pre-award costs must comply with 2 CFR Part 200.458 and requires prior approval from the Awarding Officer.

D. Award Notices.

After an applicant’s proposal is selected for award, the applicant will receive a letter from the Awarding Officer. This letter will detail the next steps in the awarding process. Once all clearances and reviews have been conducted, a grant agreement will be sent for signature. Work cannot begin before the recipient receives a fully executed copy of the cooperative agreement which contains the signature of the Awarding Official. NPS will notify the applicant selected for award by September 30, 2016. This notice of selection is **not** an authorization to begin performance. Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

E. Administrative and National Policy Requirements

By accepting Federal financial assistance, your organization agrees to abide by the applicable federal regulations in the expenditure of federal funds and performance under this program.

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2 CFR Part 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

This agreement incorporates the Standard Award Terms and Conditions found at the following Dept. of Interior website as if they were given here:

http://www.doi.gov/pam/programs/financial_assistance/TermsandConditions.cfm

Acceptance of a Federal Financial Assistance award from the Department of the Interior carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as

the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by and are subject to the terms and conditions incorporated either directly or by reference in the award document. Code of Federal Regulations/Regulatory Requirements, as applicable are listed below (Contact the Awarding Officer with any questions regarding the applicability of the following):

- 2 CFR Part 175 Trafficking Victims Protection Act of 2000
- 2 CFR Part 182 & 1401 Government-wide Requirements for a Drug-Free Workplace
- 2 CFR Part 180 & 1400 Government-wide Debarment and Suspension (Non-procurement)
- 43 CFR 18 New Restrictions on Lobbying

Any inconsistency in the agreement shall be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) 2 CFR Part 200, in its entirety; (c) requirements of the applicable OMB Circulars and Treasury regulations; (d) special terms and conditions; and (e) all agreement sections, documents, exhibits, and attachments; (f) and the recipient's project proposal. The agreement may be modified by written agreement signed by both the recipient's Authorized Representative and the NPS Awarding Officer. Administrative changes (i.e. Awarding Officer name change, etc.) which do not change the statement of work, agreement amount, etc. or otherwise affect the recipient may be signed unilaterally by the Awarding Officer. Additionally, a unilateral modification may be utilized if it should become necessary to impose remedies for non-compliance, suspend or terminate the agreement in accordance with 2 CFR 200, Section 200.338 – 200.342. All other changes shall be made by means of a bilateral modification to the agreement. No oral statement made by any person, or written statement by any person other than the NPS Awarding Officer shall be allowed in any manner or degree to modify or otherwise effect the terms of the agreement. All applicants must be registered in the System for Awards Management (SAM) prior to award. Instructions for registering for SAM are located at <http://www.sam.gov/portal/public/SAM>.

All applicants must maintain an active SAM registration with current information at all times while they have an active Federal award or an application under consideration.

All applicants must also be registered with and willing to process all payments through the Department of Treasury Automated Standard Application for Payments (ASAP) system. All recipients with active NPS financial assistance agreements must be enrolled in ASAP under the appropriate Agency Location Code(s) (ALC) and the Data Universal Number System (DUNS) Number prior to the award of funds. If a recipient has multiple DUNS numbers they must separately enroll within ASAP for each unique DUNS Number and/or Agency. Note that if your entity is currently enrolled in the ASAP system with an agency other than NPS, you must enroll specifically with NPS in order to process payments.

F. Reporting.

Financial Status Reports:

Report of expenditures is required as documentation of the financial status of awards according to the official accounting records of the recipient's organization. The financial information will be reported by completing and submitting the Federal Financial Report (FFR), SF425. Reports may be required quarterly, semi-annually or annually. The reporting requirements will be determined by the Awarding Officer and defined in the individual Task Agreements. Reports shall be submitted no more than 30 calendar days after the end of the reporting period. The final FFR is no more than 90 calendar days after the end date of the agreement. The recipient shall submit a completed original Federal Financial Report (FFR). The FFR can be downloaded at: http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf

The NPS Awarding Officer will review the report for patterns of cash expenditures and assess whether performance or financial management problems exist. Before submitting the FFR to the NPS Awarding Officer, recipients must ensure that the information submitted is accurate, complete, and consistent with the recipient's accounting system. The recipient's Authorized Certifying Official's signature on the FFR certifies that the information in the FFR is correct and complete and that all outlays and obligations are for the purposes set forth in the agreement documents, and represents a claim to the Federal government. Filing a false claim may result in the imposition of civil or criminal penalties.

Performance Reports:

Performance Reports may be required quarterly, semi-annually or annually. The reporting requirements will be determined by the Awarding Officer and defined in the Agreements. Reports shall be submitted no more than 30 calendar days after the end of the reporting period. The final FFR is no more than 90 calendar days after the end date of the agreement. Recipients shall submit an annual performance report to the NPS Awarding Officer and the Agreement Technical Representative at the end of each year of the agreement detailing project activity and participant profile information.

Non-Compliance:

Failure to comply with the reporting requirements contained in this agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in withholding of future payments, suspension, or termination of the agreement, recovery of funds paid under the agreement, and the withholding of future awards.

G. Modification or Changes to the Announcement.

Notices of any modifications to this announcement will be posted on Grants.gov. You can receive an email when a modification or an announcement message is posted. When you download the application at Grants.gov; you can also register to receive notifications of changes through Grants.gov.

H. Government Right to Reject or Negotiate.

NPS reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

I. Evaluation and Administration by Non-Federal Personnel.

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a nondisclosure agreement.

J. Notice of Right to Conduct a Review of Financial Capability.

NPS reserves the right to conduct an independent third party review of financial capability for applicants that are selected for negotiation of award (including personal credit information of principal(s) of a small business if there is insufficient information to determine financial capability of the organization).

K. Notice of Potential Disclosure under Freedom of Information Act.

Applicants should be advised that identifying information regarding all applicants, including applicant names and/or points of contact, may be subject to public disclosure under the Freedom of Information Act, whether or not such applicants are selected for negotiation of award.

L. Personally Identifiable Information.

In responding to this Announcement, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Project Narrative, Biographical Sketches, Budget or Budget Justification. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as: Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual. This definition of PII can be further defined as: (1) Public PII and (2) Protected PII. **Public PII:** PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials. **Protected PII:** PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

HELP!

For assistance on any aspect of applying for a NAGPRA grant, contact

Melanie O'Brien
Program Manager
National NAGPRA Program

(202) 354-2201

NAGPRA_Grants@nps.gov

Appendix A. Detailed Budget Guidance

- A. Salaries and Wages:** Applicants should provide the names and/or titles of all project personnel identified in the Project Description. For support staff, provide only a title and number of persons doing that type of work. Include the Wage or Salary for each position, shown as either daily, weekly, monthly, or annually.

Name/Title	Wage or Salary	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Jane Able, Project Director (3 months)	\$3,000.00/month	\$0.00	\$9,000.00	\$9,000.00
John Baker, NAGPRA Assistant (3 months)	\$2,000.00/month	\$6,000.00	\$0.00	\$6,000.00

- B. Fringe Benefits:** Fringe benefits may include contributions to Social Security, employee insurance, pension plans, etc. Only benefits **not included in an organization's indirect costs** may be shown as direct costs.

Rate	Salary Base	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Project Director, 11% of	\$9,000	\$0.00	\$990.00	\$990.00
NAGPRA Assistant, 8% of	\$6,000	\$480.00	\$0.00	\$480.00

- C. Consultant Fees:** This category includes professional and technical consultant fees. *DO NOT include stipends for Elders here* (see part F). Applicants should include 1) the name and type of consultant (if the consultant has not yet been chosen, the type of consultant is sufficient); 2) rate of compensation (daily or hourly rate); 3) number of days on the project; and 4) total consultation fee or honorarium (not including travel costs). Where applicable, include a justification for costs indicating regional costs or ranges for services.

Competitive selection of all consultants and contracting is required as stipulated in OMB Circular A-76. Daily rates may not exceed 120% of a federal position, grade GS-15, step 10. Please see the Office of Personnel Management website for current Government Pay Scale Schedules at <http://www.opm.gov/oca/10tables/index.asp>.

Name/Type of consultant	# of days	Daily Rate	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Sammy South, Spiritual Consultant	3	\$100/day	\$300.00	\$0.00	\$600.00
Sally Smith, Archeologist	3	\$150/day	\$450.00	\$0.00	\$750.00

Appendix A. Detailed Budget Guidance

D. Travel: Applicants should specify 1) the location for each trip; 2) how many people will be taking each trip; 3) how many days each person will be traveling (this includes the day spent travelling to the destination, days spent at the destination, and the travel day to return home); 4) the total per diem (meals and lodging) for each person; and 5) the total transportation costs, such as airfare or mileage for the trip. All travel must be justified in the project narrative. Per diem costs may not exceed the federally approved rates. Current per diem rates are available at <http://www.gsa.gov/portal/category/21287>. Please note: **The first and last calendar day of travel is calculated at 75 percent of the per diem rate for days spent at the destination.** Be sure to calculate your per diem accordingly. The federal allowable mileage rate should be applied to any personally owned vehicle use. For air travel, applicants should include the cost of coach-class tickets only. First-class fares will not be supported.

From/To	# of People	# of Travel Days	TOTAL Subsistence Costs (<i>lodging + per diem x # days x # of people</i>)	TOTAL Transportation Costs (<i>airfare and mileage x # of people</i>)	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Reno, NV to Wash, DC Feb 2016	2	3	\$1,061.00	\$1,135.00	\$2,196.00	\$0.00	\$2,196.00

How to calculate **Total Subsistence Costs** (*lodging + per diem x # people x # days*)

1. Use rates found by location and date at <http://www.gsa.gov/portal/category/21287>.
For travel to Washington, DC, in February 2016, the maximum lodging rate is \$179.00 per night and the daily per diem is \$69.00.
2. Calculate total LODGING per person (\$179.00 per night).
For 3 days of travel, each person would incur 2 nights lodging (\$179.00 x 2 = \$358.00).
3. Calculate total PER DIEM per person (\$69.00 per day).
The first and last calendar day of travel is calculated at 75 percent of the per diem rate for days spent at the destination (i.e., day 1=0.75, day 2=1, and day 3=0.75 or 2.5 days)
For 3 days of travel, each person would incur 2.5 days of per diem (\$69.00 x 2.5 = \$172.50).
4. Calculate TOTAL Subsistence Costs per person.
For 3 days of travel, each person would receive lodging and per diem (\$358.00 + \$172.50 = \$530.50)
5. Calculate TOTAL Subsistence Costs for all travelers (\$530.50 x 2 = \$1,061.00).

How to calculate **Total Transportation Costs** (*airfare and mileage x # of people*)

1. Estimate airfare costs for all travelers (\$500 round trip ticket x 2 people = \$1,000)
2. Calculate mileage, including costs to drive to the airport (100 miles x \$0.55/mile = \$55)
3. Include any estimated costs for taxis, shuttles, or other transportation (\$80 taxi trips in DC)
4. TOTAL Transportation Costs for all travelers (\$1,000 + \$55 + \$80 = \$1,135)

Appendix A. Detailed Budget Guidance

- E. Supplies and Materials:** This category includes consumable supplies, raw materials, and expendable equipment (items that cost less than \$5,000 or have an estimated useful life of less than 2 years). “General office supplies” is not an acceptable line item.

Item	# of items	Cost per unit	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
Wood for burial vessels	10	\$35.00	\$350.00	\$0.00	\$350.00
Cloth for burial	10	\$5.00	\$50.00	\$0.00	\$50.00
Wood glue, nails, and other building supplies	10	\$3.00	\$30.00	\$0.00	\$30.00

- F. Other Costs:** This category includes such items as stipends for tribal Elders or students, services and equipment purchases over \$5,000 per item, and other items not previously listed. An applicant must demonstrate purchasing permanent equipment is less expensive than renting. If funded, applicants are required to maintain records demonstrate that a competitive bidding process was used to purchase such services or equipment (at least three different bids). Whenever possible, a large budget item should be broken out into per unit costs. “Miscellaneous,” “overhead,” and “contingency” are not acceptable line items.
- G. Indirect Costs:** This category includes costs are incurred for common or joint objectives and cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items include salaries of executive officers, cost of operating and maintaining facilities, local telephone service, office supplies, and accounting services. If indirect costs are charged to the grant, include a copy of the Federal agency approval of the current indirect cost rate. Note that NAGPRA Grants only fund up to 25% of a tribe/museum’s indirect cost rate. Indirect costs may be applied only to eligible direct costs in accordance with your approved rate. Most indirect cost rate agreements exclude contracts or pass-through funds above a certain amount. Please check your rate and apply it accordingly. Any indirect cost rates exceeding 25% may NOT be claimed as an applicant cost share.

The Direct Costs* from sections A -- F above to which the indirect cost rate applies	Current Approved Indirect Cost Rate Percentage	Indirect Cost Rate Amount	Indirect Cost Rate Amount Charged to Grant
\$18,376.00	35%	\$6,431.60	\$4,594.00

In this example, the direct costs are totaled from Total Funds in Sections A, C, D, and E. Fringe benefits are not considered direct costs in this example. Please check your indirect cost rate agreement and apply it to costs accordingly.

Although the indirect cost rate in this example is 35%, the indirect cost rate cannot exceed 25%. The difference between the Indirect Cost Rates (35% - 25% = 10%) is the same as the difference in the Indirect Cost Amounts (\$6,431.60 - \$4,594.00 = \$1,837.60 or 10% of the total).

Appendix A. Detailed Budget Guidance

Budget Summary and Justification. (Section 4 of Grant Proposal)

Inaccuracies between the detailed budget in Section 3 and the budget summary in Section 4 will result in delays in processing your grant. Remember to round all figures to the nearest dollar amount.

Budget Summary			
Category	Federal Grant Funds	Applicant Cost Share (if any)	Total (federal + applicant)
A. Salaries and Wages	\$6,000.00	\$9,000.00	\$15,000.00
B. Fringe Benefits	\$810.00	\$990.00	\$1,800.00
C. Consultant Fees	\$750.00	\$0.00	\$750.00
D. Travel and Per Diem	\$2,196.00	\$0.00	\$2,196.00
E. Supplies and Materials	\$430.00	\$0.00	\$430.00
F. Other Costs	\$0.00	\$0.00	\$0.00
G. Indirect Costs	\$4,594.00	\$0.00	\$4,594.00
TOTAL PROJECT COSTS	\$14,780.00	\$9,990.00	\$24,770.00

IMPORTANT INFORMATION ON BUDGET SUMMARY.

You must complete two budget forms on Grants.gov (SF-424, Application for Federal Assistance, and SF-424A, Budget Information-Non-Construction Programs). It is imperative the amounts in those forms match the amounts in Section 4, Budget Summary of the proposal. The following tables should be used to populate the SF-424 and SF-424A using the Budget Summary table. Any discrepancies between the budget summary in Section 4 and the SF-424 or SF-424A will result in delays in processing your grant.

Examples of the form SF-424 and SF-424A are attached to these guidelines. For support in completing these forms, please contact the National NAGPRA at (202) 354-2201 or NAGPRA_Grants@nps.gov.

For the SF-424, Application for Federal Assistance, complete the Estimated Funding table (Block 18) using the following information:

For Block 18 of the SF-424, the rows:	Correspond to Section 4 Budget Summary columns labeled:	<i>In the example above,</i>
a. Federal	Federal Grant Funds (column 2)	\$14,780.00
b. Applicant	Applicant Cost Share (column 3)	\$9,990.00
g. TOTAL	Total (federal + applicant) (column 4)	\$24,770.00

Appendix A. Detailed Budget Guidance

For the SF-424A, Budget Information – Non-Construction Programs, Section A – Budget Summary, enter under Grant Program Function or Activity, column (a), row 1, “Federal Grant Funds” and row 2, “Applicant Cost Share.” The Catalog of Federal Domestic Assistance Number for column (b) is 15.922. Enter 0.00 in columns (c) and (d) on both row 1 and 2. Use the table below to populate columns (e), (f), and (g).

For row 1, “Federal Grant Funds,” the columns:	Correspond to Section 4 Budget Summary columns labeled:	<i>In the example above, this is:</i>
e. Federal	Federal Grant Funds (column 2)	\$14,780.00
f. Non-Federal	LEAVE BLANK	\$0.00
g. TOTAL	Federal Grant Funds (column 2)	\$14,780.00

For row 2, “Applicant Cost Share,” the columns:	Correspond to Section 4 Budget Summary columns labeled:	<i>In the example above, this is:</i>
e. Federal	LEAVE BLANK	\$0.00
f. Non-Federal	Applicant Cost Share (column 3)	\$9,990.00
g. TOTAL	Applicant Cost Share (column 3)	\$9,990.00

For the SF-424A, Budget Information – Non-Construction Programs, Section B – Budget Categories, the headings under Grant Program Function or Activity in columns (1) and (2) are prepopulated with the titles from Section A, “Federal Grant Funds” and “Applicant Cost Share.” Use the table below to populate the columns.

In the example above, this is:

For Column (1) and (2), the rows:	Correspond to Section 4 Budget Summary rows labeled:	(1) Federal Grant Funds	(2) Applicant Cost Share
a. Personnel	A. Salaries and Wages	\$6,000.00	\$9,000
b. Fringe Benefits	B. Fringe Benefits	\$810.00	\$990.00
c. Travel	D. Travel and Per Diem	\$2,196.00	\$0.00
d. Equipment	F. Other Costs (equipment only)	\$0.00	\$0.00
e. Supplies	E. Supplies and Materials	\$430.00	\$0.00
f. Contractual	C. Consultant Fees	\$750.00	\$0.00
g. Construction	SHOULD ALWAYS BE \$0.00	\$0.00	\$0.00
h. Other	F. Other Costs (except equipment)	\$0.00	\$0.00
i. Total Direct Charges (sum of 6a-6h)	CALCULATE	\$10,186.00	\$9,990.00
j. Indirect Charges	G. Indirect Costs	\$4,594.00	\$0.00
k. TOTALS (Sum of 6i and 6j)	CALCULATE	\$14,780.00	\$9,990.00

For the SF-424A, Budget Information – Non-Construction Programs, Section C – Non-Federal Resources, enter only Applicant Cost Share total.

For the SF-424A, Budget Information – Non-Construction Programs, Section D – Forecasted Cash Needs, leave blank.

For the SF-424A, Budget Information – Non-Construction Programs, Section E – Budget Estimates, leave boxes 16-20 blank. **For Section F – Other Budget Information,** if you requested indirect costs, enter “See proposal” in box 21: Direct Charges and Indirect cost rate percentage in box 22: Indirect Charges. Add any other remarks in box 23.